



Hosting SYIS Workshops, Important Considerations

Thanks for your interest in hosting a **Sharpening Your Interpersonal Skills Workshop!** We look forward to serving you as you invest in the lives of others through SYIS.

The following are important points for planning and the essentials for a quality workshop. This is based on our experience in hundreds of workshops hosted throughout the world. These elements contribute to the greatest level of group safety, relationship building, deepest personal processing of workshop content and the kind of learning that produces life change.

1. SYIS workshops are normally 5 days in length.

2. A mix of people from different backgrounds, organizations and teams. Workshops with mixed groups of participants provide an environment for greatest personal processing and learning. Although this may seem counter intuitive, we have found that safety and learning are diminished in cases where participants come from the same organization or team. We recommend completely open registration and joint sponsorship among organizations for best results.

3. Voluntary participation of those choosing to attend. Greatest learning and life change takes place when participants are motivated to attend the workshop because they want to grow in their interpersonal skills. If someone is required to attend, this can impact their attitude and result in a negative experience for them and other workshop participants. Participation should not be a requirement imposed upon someone by their organization.

4. Maximum group size of 24 people (16-20 is best). In groups larger than this, time for group interaction and personal processing is reduced, and reserved members of the group find it difficult to participate and share comfortably.

5. Team of three to four skilled and experienced facilitators. Facilitator teams normally consist of three members – a lead facilitator, a moderately experienced facilitator, and a new facilitator.

6. Hold the workshop in a retreat setting away from participants' daily routine and distractions. Workshops done in retreat settings have the most significant results for participants in terms of learning, enjoyment and life change. Deepest processing takes place when participants are free from daily routines and responsibilities. A pleasant and well managed environment enhances learning.

7. The budget/cost for the workshop will depend on local costs. Financial considerations include the following:

- Cost of travel and room and board expenses for facilitators
- An honorarium for facilitators. Facilitators lead SYIS workshops on a volunteer basis and are supported through their respective organizations.
- Room and board costs for participants
- Cost of workshop materials (markers, flip charts, transparencies, equipment)
- Cost of buying or printing the SYIS notebook
- Participant fee payable to ITP based on the current schedule of fees

8. Plan well in advance of projected workshop dates. Consider allotting between nine and twelve months for planning a workshop. Once dates and location are set, ITP will work to build a qualified team of facilitators from those facilitators living nearest to the workshop location.

Our objective is to assure the highest quality workshop possible for participants based on the particular set of needs of each situation. We work to assist workshop hosts in setting up what will be a quality workshop worthy of the investment being made.